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User Guide

Cashier Balancing Report

CCBR

Notes

Table of Contents

Introduction	1
Overview	1
Cashier Balancing Report and ADP w.e.b.Suite	1
Previous Versions of Cashier Balancing Report.....	1
Navigation	1
Accessing CCBR	2
CCBR in Advanced Elite	2
The Car!nk (CI) Menu	3
CCBR in w.e.b.Suite	4
Cashier Balancing Report Menu	5
Setting Up CCBR	6
Defining Cash Balance Report Accounts.....	6
Setting Up the Cash Sheet Report.....	7
Setting Up the Service Payment Types	9
Setting Up the Parts Sale Types.....	11
Setting Up the Cashier Cross-Reference.....	12
Reconciling Cash Drawers	13
Generating a Cash Drawer Report	15
Printing the Warranty Check-off Sheet.....	17

Notes

Introduction

The Cashier Balancing Report (CCBR) application allows you to manage cash intake and report back the payments made in your Parts and Service departments to each cashier. The CCBR application also lets you reconcile your cash drawer balances and generate a warranty check-off sheet.

***Important!** To include parts ticket transactions on your CCBR application reports, you must have your ADP Parts Cashiering feature turned on.*

Overview

This guide provides information for accessing, setting up, and using the features of the Cashier Balancing Report application.

Cashier Balancing Report and ADP w.e.b.Suite

As noted in the section on *Accessing CCBR* on page 2, the CCBR function runs under w.e.b.Suite as well as Advanced Elite. This document describes how to use the application in both environments.

Previous Versions of Cashier Balancing Report

Earlier versions of the CCBR application ran under different function code names in the Advanced Elite environment, including CBR.

The function code *CCBR* replaces any earlier code names used on your ADP system. CCBR also appears on the Car!nk (CI) menu on all updated ADP systems (in the Service application account).

Navigation

- Make sure that the Caps Lock feature is on.
- Use the arrow keys to move between fields.
- After typing data into a field, press **Enter** to move to the next field.
- Use **F1** to view the extensive online help.

Accessing CCBR

The CCBR function runs on ADP Advanced Elite systems *and* on w.e.b.Suite 2006 (and higher) systems. This section describes how to access the application in each environment.

The screen and field functionality of Cashier Balancing Report is essentially the same in the Advanced Elite and in the w.e.b.Suite environments except that w.e.b.Suite supports navigation with a mouse and allows you to switch to other windows (for additional ADP w.e.b.Suite functions) without exiting the CCBR application.

CCBR in Advanced Elite

Follow these steps to access CCBR from the User Security Menu.

1. Log on to your Service (*name-S*) or Parts (*name-I*) application account.

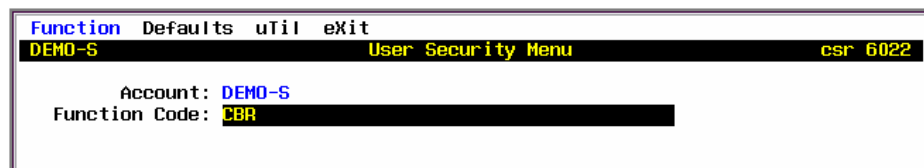


Figure 1. Application Account and CCBR Function Code

2. At the Function Code field, enter CCBR.

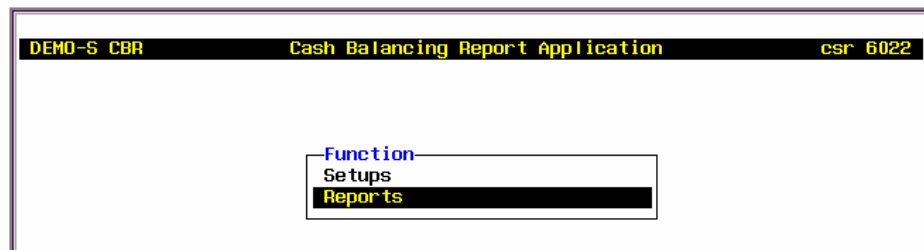


Figure 2. CCBR Menu

The Car!nk (CI) Menu

CCBR can also be reached through the CI menu on your Service application account.

Note. The CI menu appears on several application accounts (Accounting, F&I, Parts, and so on) and contains a related group of function codes for ADP Car!nk custom applications.

1. Log on to your Service (*name-S*) application account.
2. At the Function Code field, enter **CI**.

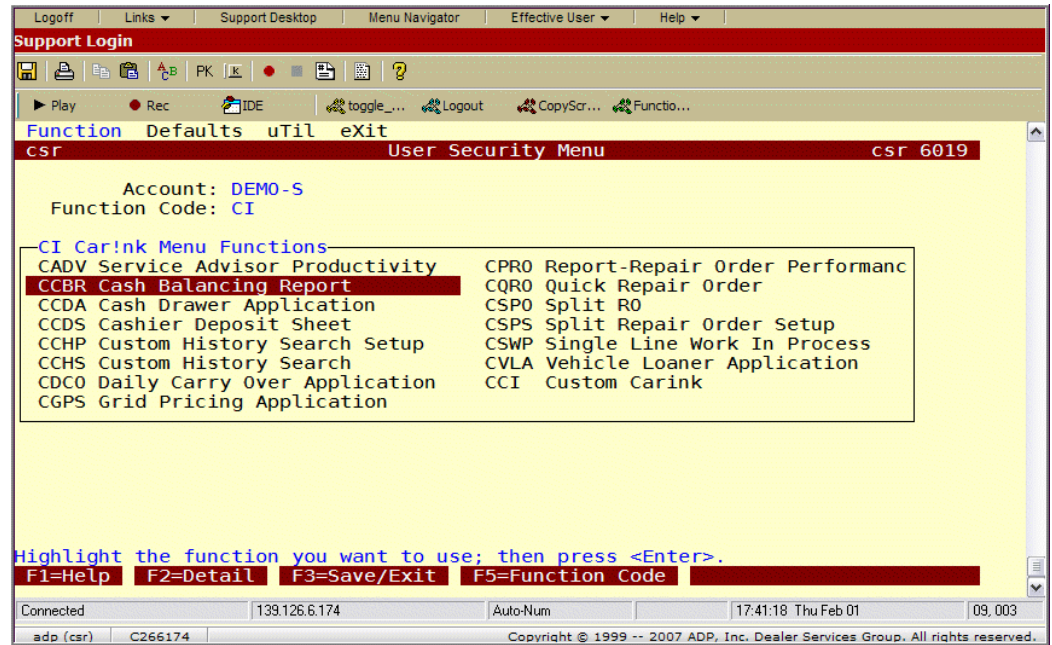


Figure 3. Car!nk (CI) Menu - Advanced Elite View

3. Choose CCBR from the menu.

CCBR in w.e.b.Suite

Follow these steps to access CCBR in the w.e.b.Suite environment.

1. At the Welcome page, enter your user ID and password, and then click **Login**.
2. Open the Menu Navigator panel.

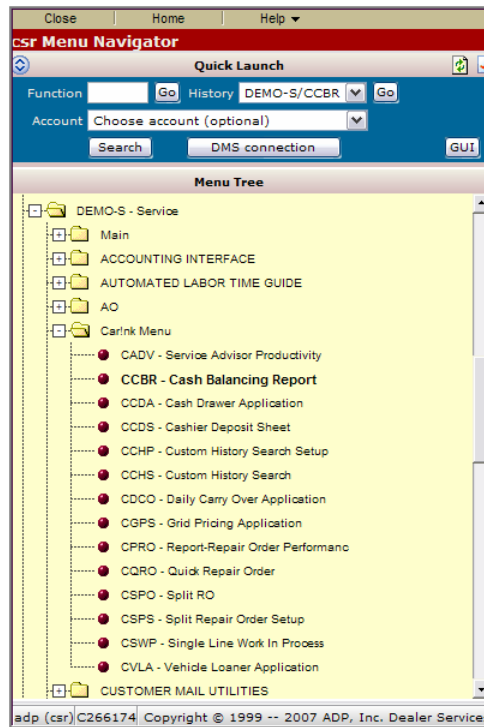


Figure 4. Menu Navigator

3. In the Function field, enter **CCBR**.

-OR-

In the Menu Tree, open the Service (*name-S*) application group, then open the CarInk Menu, and then select **CCBR-Cashier Balancing Report**.

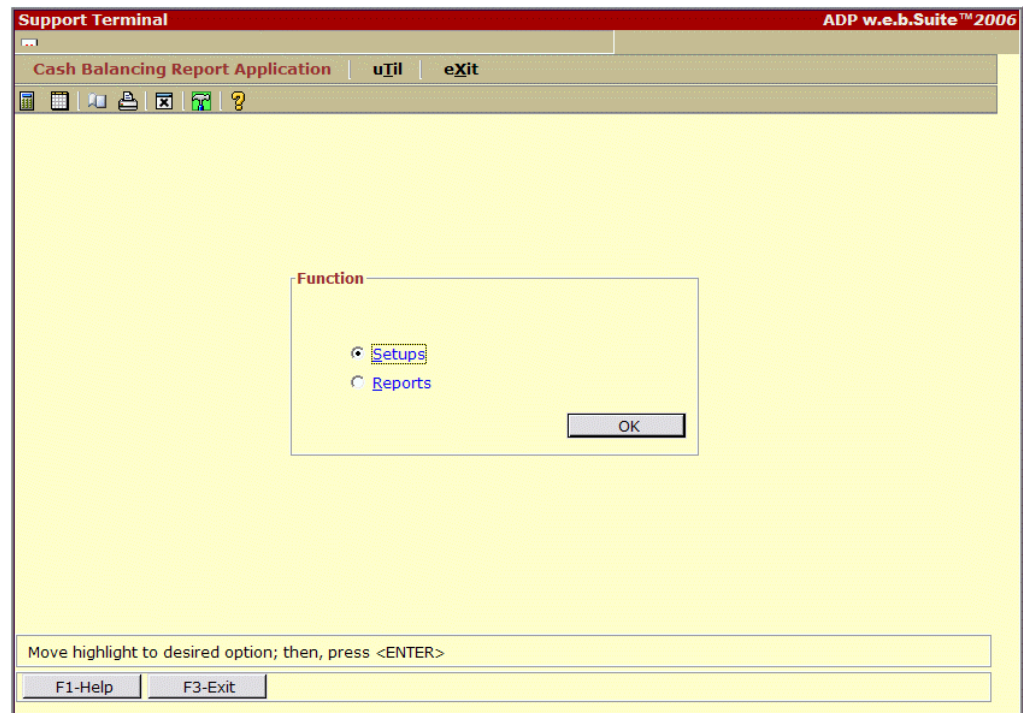


Figure 5. CCBR Menu - w.e.b.Suite Interface

Cashier Balancing Report Menu

The Cashier Balancing Report Menu provides a list of all functions used to set up the application and produce reports.

See the following topics for information on these functions:

- For details on setups, see *Setting Up CCBR* on page 6.
- To reconcile the currency in the cash drawer for a specific employee, see *Reconciling Cash Drawers* on page 13.
- To run a report of cash drawer intake (cashiered tickets) for a specific deposit date, see *Generating a Cash Drawer Report* on page 15.
- To generate the warranty check-off sheet, see *Printing the Warranty Check-off Sheet* on page 17.

Setting Up CCBR

The CCBR setup functions allow you to customize CCBR. This section describes how to set up the application to match your dealership's Parts, Service, and Accounting business structure.

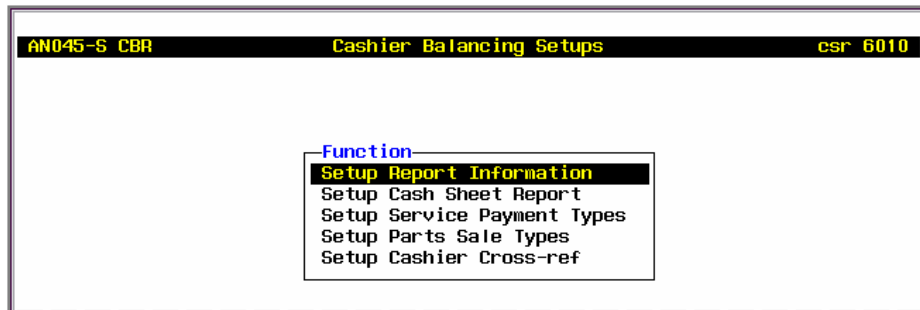


Figure 6. Setups Menu

For each business unit (store) in your dealership, you can define a separate Cashier Balancing Report code, using specific Parts and Service logons. For each code, you can then define the features of the Cash Sheet report, and the Service payment types and Parts sale types that apply to it.

Defining Cash Balance Report Accounts

Use this setup option to define the Service and Parts accounts that you want to report on with the CCBR application. Each report has a distinct code so that you can generate Cash Sheet reports for different GL companies and Parts/Service application accounts.

To set up report information:

1. At the CCBR menu, select the **Setups** option.
2. Select **Setup Report Information**.

AN045-S CBR Report Setup Screen csr 6010

Report Code :

Report Name :

Company Number :

Part Logon :

Service Logon :

Enter the Report Code or F12 to display a list of reports.

F1=Help F3=Save/Exit

Figure 7. Report Setup Screen

3. At the Report Code field, enter a new CCBR report code.
-OR-
Enter the code for an existing CCBR report setup.
-OR-
Press **F12** to open a list of defined reports, and then select one by number or name.
4. Enter a name for the report, such as the name that corresponds to the company you are using.
5. Enter the GL company number.
6. Enter the Parts application account name from which this report draws payment data. Enter more than one Parts logon, separated by spaces, if applicable.
7. Enter the Service application account name. Enter more than one Service logon, separated by spaces, if applicable.
8. Press F3=Save/Exit, and then choose the Save and Exit option.

Setting Up the Cash Sheet Report

Use this setup option to define the column descriptions you want to use for the Cash Sheet reports defined in *Defining Cash Balance Report Accounts* on page 6. Each report can have different column descriptions, to suit your cash management business practices as appropriate.

To set up your column descriptions:

1. At the CCBR menu, select the **Setups** option.
2. Select **Setup Cash Sheet Report**.

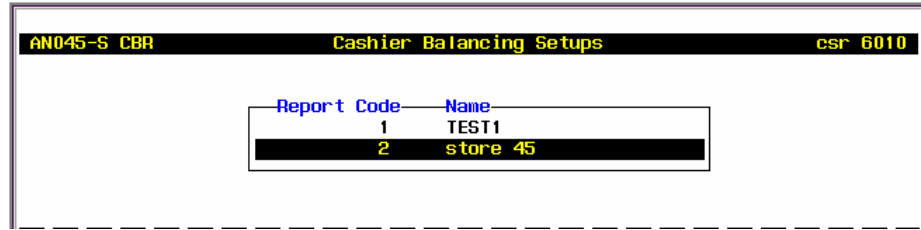


Figure 8. Report Code Selection

- Use the Up and Down arrow keys or the F9=Search command key to find the report code you want to define, and then press **Enter** to select it.
- If you have not set up the report previously, the program prompts you to confirm that this setup is a new item. Enter **Y**.

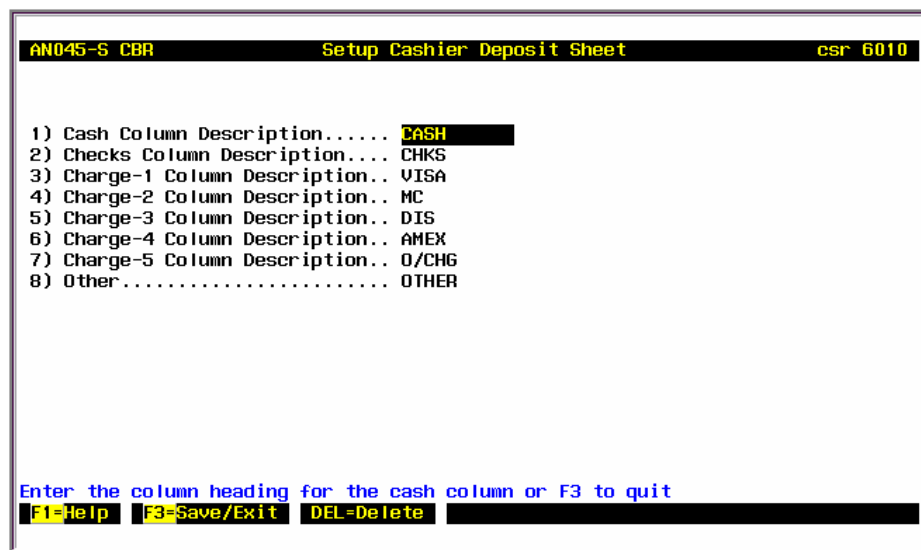


Figure 9. Cash Sheet Report Column Settings

- In the Cashier Deposit Sheet setup screen, enter the short descriptions for each type of charge.

Note. Fields 1 and 2, for the Cash and Checks columns, have default column descriptions, but these can be modified if required. Fill in the descriptions for fields 3-8 to suit your preferences.

- To save your settings, press **F3**, and then choose the **Save changes** option.

Setting Up the Service Payment Types

After defining the Cash Sheet Report settings (see *Setting Up the Cash Sheet Report* on page 7), use the procedure in this section to set up the payment types that you want to use with the CCBR application reports on your selected Service account. See also *Setting Up the Parts Sale Types* on page 11.

To set up payment types:

1. At the CCBR menu, select the **Setups** option.
2. Select **Setup Service Payment Types**.
3. At the Report Code selection list, use the Up and Down arrow keys or the F9=Search command key to find the report code you want to maintain, and then press **Enter** to select it.
4. If you have multiple Service application accounts, the program displays a selection list.

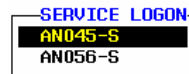


Figure 10. Service Logon Selection List

Move to the Service application account name that you want to define, and then press **Enter** to select it.

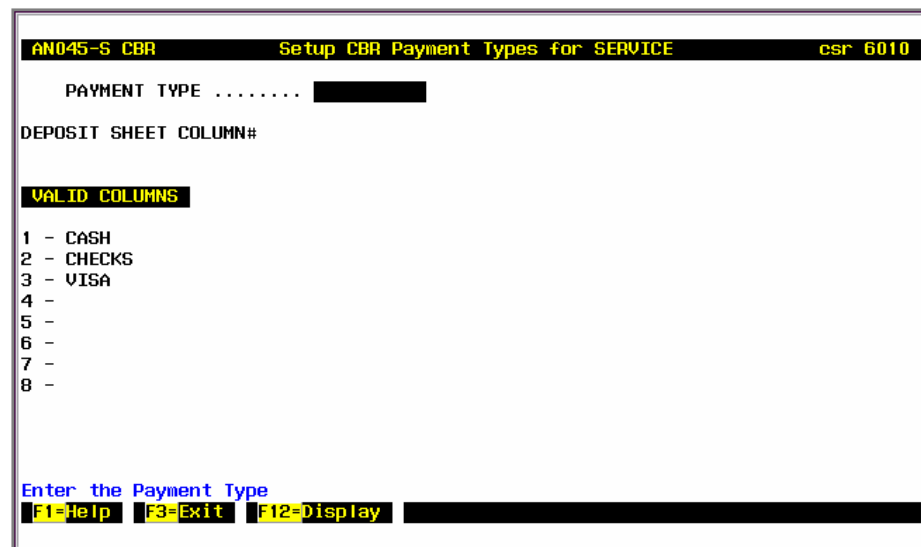


Figure 11. Service Payment Types Assignment Screen

5. At the Payment Type field, enter a type code used in your Service application.
-OR-
Press **F12=Display** to see a list of defined payment type codes on the selected Service logon.

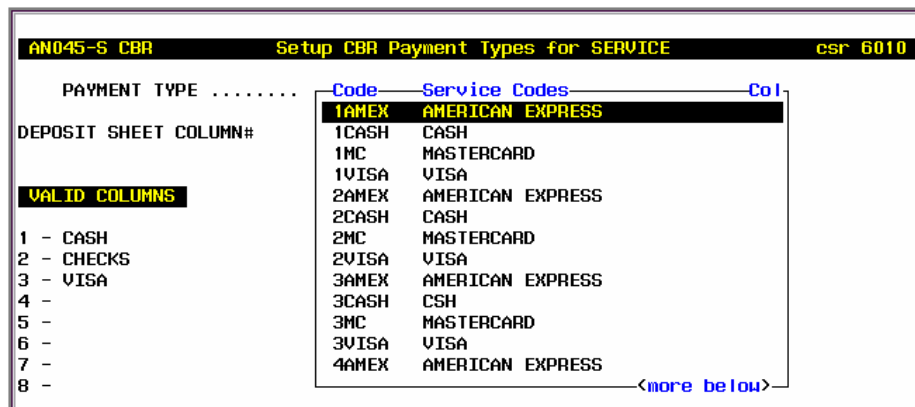


Figure 12. Service Code Selection List

Use the Up and Down arrow keys or the F9=Search command key to find the code you want to assign to a Cashier Balancing Report column, and then press **Enter**.

6. The setup screen automatically displays the payment type description for the code you enter or select.

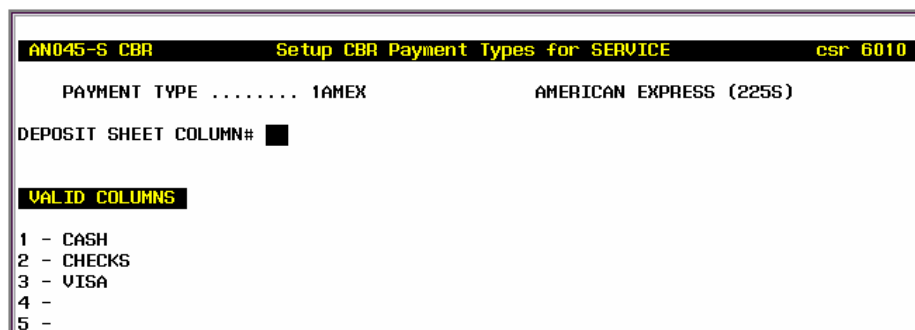


Figure 13. Entering a Column Number

At the Deposit Sheet Column# prompt, enter the column number where you want to report payment amounts that fall within the selected Service payment type, using the list in the VALID COLUMNS section of the screen.

The program does not allow you to enter an undefined column number. (To set up the column descriptions for your CCBR report codes, see *Setting Up the Cash Sheet Report* on page 7.)

7. At the Save and Exit prompt, press **Enter**.
8. The program returns to the Payment Type field. Repeat steps 5-7 for another payment type, or press **Enter** to exit.

Additional features:

- To delete a previously-defined payment type assignment, use the Payment Type field to enter the type code you want to remove. Press **F3**, and then choose the **Delete record** option. Enter **Y** to confirm the delete command.

Setting Up the Parts Sale Types

After defining the Cash Sheet Report settings (see *Setting Up the Cash Sheet Report* on page 7), use the procedure in this section to set up the sale types that you want to use with the CCBR application reports on your selected Parts account.

See also *Setting Up the Service Payment Types* on page 9.

To set up sale types:

1. At the CCBR menu, select the **Setups** option.
2. Select **Setup Parts Sale Types**.
3. At the Report Code selection list, use the Up and Down arrow keys or the F9=Search command key to find the report code you want to maintain, and then press **Enter** to select it.
4. If you have multiple Service application accounts, the program displays a selection list. Move to the Parts application account name that you want to define, and then press **Enter** to select it.

```

AN045-S CBR          Setup CBR Sales Types for PARTS          csr 6010
SALE TYPE ..... ██████████
DEPOSIT SHEET COLUMN#

VALID COLUMNS
1 - CASH
2 - CHECKS
3 - VISA
4 -
  
```

Figure 14. Parts Sale Types Assignment Screen

5. At the Sale Type field, enter a type code used in your Parts application.
- OR-**
- Press **F12=Display** to see a list of defined sale type codes on the selected Parts logon. Find the sale type that you want to assign to a Cashier Balancing Report column, and then press **Enter**.
6. At the Deposit Sheet Column# prompt, enter the column number where you want to report payment amounts that fall within the selected Parts sale type, using the list in the VALID COLUMNS section of the screen.
- The program does not allow you to enter an undefined column number. (To set up the column descriptions for your CCBR report codes, see *Setting Up the Cash Sheet Report* on page 7.)
7. At the Save and Exit prompt, press **Enter**.
 8. The program returns to the Sale Type field. Repeat steps 5-7 for another payment type, or press **Enter** to exit.

Additional features:

- To delete a previously-defined sale type assignment, use the Sale Type field to enter the type code you want to remove. Press **F3**, and then choose the **Delete record** option. Enter **Y** to confirm the delete command.

Setting Up the Cashier Cross-Reference

Use the procedure in this section to match the ADP system employee numbers of your users who are cashiers with the cashier IDs and numbers used on the Service and Parts application accounts.

To set up the cross-reference:

1. At the CCBR menu, select the **Setups** option.
2. Select **Setup Cashier Cross-ref.**

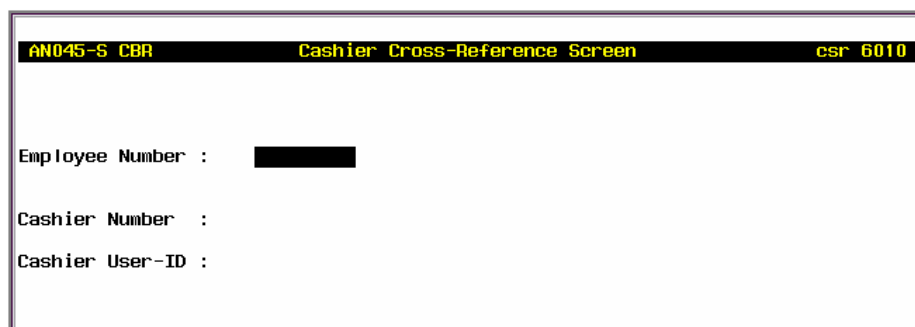


Figure 15. Cashier Cross-Reference Setup Screen

3. At the Employee Number field, enter the user's employee ID from the NAME-FILE on your ADP Dealership Management System.

-OR-

Press **F12** to open a list of employee IDs that have already been added to the cross-reference setup, and then select one.

4. At the Cashier Number field, enter the user's cashier number from the Parts application.
5. At the Cashier User-ID field, enter the user's ID from the Service application.
6. Press **F3=Save/Exit**, and then choose the **Save and Exit** option.

Additional features:

- To delete a previously-defined cross-reference, use the Employee Number field to enter the user's ADP employee number. Press **F3**, and then choose the **Delete record** option. Enter **Y** to confirm the delete command.

Reconciling Cash Drawers

Use the procedure in this section to tabulate the balance of money in your cash drawer, so that it can be reconciled prior to making a cash deposit.

To reconcile a cash drawer:

1. At the CCBR menu, select the **Reports** option.

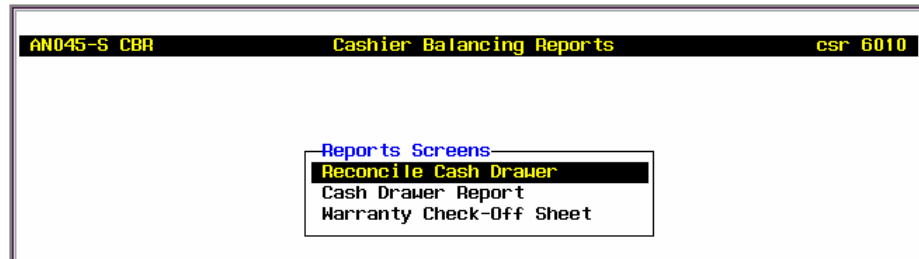


Figure 16. Reports Menu

2. Select the **Reconcile Cash Drawer** option.
3. Enter an ADP employee number.
4. The program displays a table listing the cash drawer currency and coin values.

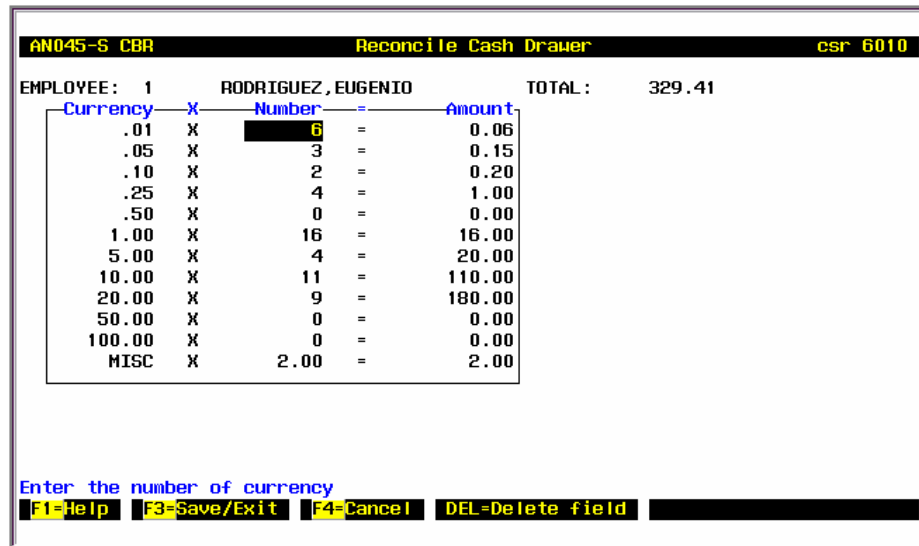


Figure 17. Reconcile Cash Drawer - Data Entry Screen

For each row in the table, enter the number of coins or bills contained in the cash drawer when you are reconciling it.

In the Number field for MISC, enter any total balance of coins or bills not covered by the other denominations (such as two-dollar bills or one-dollar coins). Use two decimal places for this entry.

The program tabulates the total for each row and for the entire cash drawer as you proceed.

5. Press **F3=Save/Exit**.

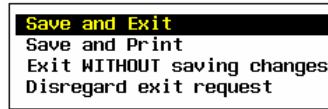


Figure 18. Save Options

6. Select the **Save and Print** option, and then select an output device.

```

20 OCT 2005  20:01:27
                CASH DRAWER RECONCILING REPORT
                CASHIER BALANCED ON 10-20-2005
-----
.01           X           6           =           0.06
.05           X           3           =           0.15
.10           X           2           =           0.20
.25           X           4           =           1.00
.50           X           0           =           0.00
1.00          X          16           =          16.00
5.00          X           4           =          20.00
10.00         X          11           =         110.00
20.00         X           9           =         180.00
50.00         X           0           =           0.00
100.00        X           0           =           0.00
MISC          X           2.00        =           2.00
                TOTAL                329.41
-----
Press enter to continue.
    
```

Figure 19. Cash Drawer Reconciling Report

7. (Terminal output only) Press **Enter** to close the report return to the Employee field.
8. To reconcile another drawer, enter another employee number, or press **F3** to exit the report.

Generating a Cash Drawer Report

Use this procedure to generate a report of the income activity processed through your cash drawer, which can then be used to calculate the cash deposit on a particular day.

To create a cash drawer report:

1. At the CCBR menu, select the **Reports** option.
2. Select the **Cash Drawer Report** option.
3. Select a report code from the defined list.

```

AN045-S CBR          Cashier Deposit Sheet Criteria          csr 6010

Deposit Date .....: ██████████
Employee number or ALL .....:
Report: (S)ummary or (D)etail.....:
  
```

Figure 20. Cashier Deposit Sheet Report Definition Screen

4. Enter the date you plan to make the deposit, or press **Enter** to use today's date.
5. Enter an ADP system employee number, or enter **ALL** to run the deposit sheet report for all cashiers.
6. At the Report field, enter **S** to generate a Summary report or **D** for a detail report. The detail report shows all tickets/ROs that were cashiered. The summary report shows the total cashiered ticket amount, for the selected cashier. Cashiered tickets include prepaid invoices.
7. Press **F3=Save/Exit**, and then choose the **Keep options and run report** selection.

PARTS CASHIER BALANCING REPORT									
TICKETS CLOSED FOR: 04/11/07									
CASHIER	CASH	CHECKS	AMEX	DISC	VISA/MC	INTERNAL	WARRANTY	HISC	OTHER AMT
1 PRADO,RJ	998.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.26
10 DARRIA,K	985.80	0.00	0.00	0.00	87.22	21.87	0.00	0.00	0.00
11 ALISTER,C	252.14	0.00	0.00	0.00	482.05	0.00	0.00	0.00	1,042.00
12 JOHANSSON,M	315.68	0.00	0.00	0.00	422.93	0.00	0.00	0.00	0.00
100 SIMPLOT,N	134.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PARTS	2,686.08	0.00	0.00	0.00	942.20	21.87	0.00	0.00	1,049.26
DEPOSIT TOTAL	8,767.77	0.00	0.00	0.00	942.20	21.87	0.00	0.00	1,055.19

Press enter to continue.

Figure 21. Cashier Balancing Report - Summary (example data)

PARTS CASHIER BALANCING REPORT										
TICKETS CLOSED FOR: 04/11/07										
REFER	CASHIER	CASH	CHECKS	AMEX	DISC	VISA/MC	INTERNAL	WARRANTY	HISC	OTHER AMT TYPE
58167	10	0.00	0.00	0.00	0.00	61.54	0.00	0.00	0.00	0.00
58181	10	205.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58200	10	315.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58205	10	19.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58246	10	14.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58254	10	14.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58264	10	2.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58281	10	0.00	0.00	0.00	0.00	25.68	0.00	0.00	0.00	0.00
58286	10	6.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58298	10	0.00	0.00	0.00	0.00	0.00	3.29	0.00	0.00	0.00
58299	10	0.00	0.00	0.00	0.00	0.00	18.58	0.00	0.00	0.00
58307	10	62.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58310	10	62.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58311	10	62.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58330	10	48.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58349	10	7.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Press enter to continue.

Figure 22. Cashier Balancing Report - Detail (example data)

- (Terminal output only) After reviewing the screen report, press **Enter** to close the report.

Printing the Warranty Check-off Sheet

Use the procedure in this section to create a special report (for your warranty processing staff) that shows the repair orders closed each day that have been tested for warranty work.

To print a warranty sheet:

1. At the CCBR menu, select the **Reports** option.
2. Select the **Warranty Check-Off Sheet** option.
3. Select the output option (lineprinter, slave printer, or terminal).

```

REPORT: WCS                                     RUN DATE: 11 APR 200
PAGE: 1                                         RUN TIME: 07:37:20P
                SERVICE DEPARTMENT
                W A R R A N T Y   C H E C K - O F F   S H E E T   R E P O R T
=====
REFER   OPEN DT  CLOSE DT  MAKE   VEHID   SHR#   WARRANTYS  -----  TECHS  -----  DATE SUBMITTED
-----
93299   04/11/07  04/11/07  FORD   TX119959  10     117.00  100
93323   04/11/07  04/11/07  CHRY   6R620663  11     78.00  100
93324   04/11/07  04/11/07  TOYO   65C32054  11     78.00  101
93330   04/11/07  04/11/07  DODG   5B310638  10     39.00  100
93337   04/11/07  04/11/07  CHRY   TH121174  10     79.99  100
=====
** WARRANTY TOTALS :                               391.99

*****
*                               E N D   O F   R E P O R T
*****
HIT <CR> TO CONTINUE.
    
```

Figure 23. Warranty Check-Off Sheet (example data)

4. (Terminal output only) After reviewing the screen report, press **Enter** to close the report and return to the menu.

